

KEEP

IN TOUCH

Kansas Enterprise Electronic Preservation

July-August 2010 – Issue 4

Policy Framework Workshop

The KEEP team hosted a two-hour policy framework workshop on July 13, 2010. It was attended by agency records officers and the members of the Information Technology Advisory Board (ITAB). Matt Veatch presented an overview of the KEEP project, and Duncan Friend facilitated a discussion of the areas of intersection between records producers and the KEEP System. Discussion topics included how records officers could be involved in KEEP; how records would be brought into KEEP; ITEC 2400a and the consideration of records issues in IT system planning; the application of access restrictions and legal holds in KEEP; and the potential for ingestion of analog to digital file conversions into KEEP.

KEEP Project Staff

Executive Sponsor

Pat Michaelis, Director, State Archives & Library Division, Kansas Historical Society

Project Managers

- Co-Project Manager – Technical
Terri Clark, Assistant Director, Legislative Computer Services
- Co-Project Manager – Functional/Policy – **Matt Veatch**, State Archivist, Kansas Historical Society

NDIIPP Evaluator Onsite Visit

Cal Lee, assistant professor at the School of Information and Library Science at the University of North Carolina at Chapel Hill and the National Digital Information Infrastructure and Preservation Program (NDIIPP) project evaluator, met with the KEEP team July 6-7, 2010. He explored KEEP System project developments on behalf of NDIIPP which has provided funding to KEEP. Cal provided information, advice, and input on a number of topics including the KEEP policy framework draft, the functional requirements outline, staffing requirements for a trusted digital repository, and the need to define specific preservation metadata requirements. Also discussed were the challenges of designing a generic API that will meet all potential ingest scenarios and the need to have a process for creating custom “KEEP connectors” for specific ingest requirements.

From 1999-2000, Cal served as the electronic records archivist at the Historical Society under a National Historical Publications and Records Commission (NHPRC) grant.

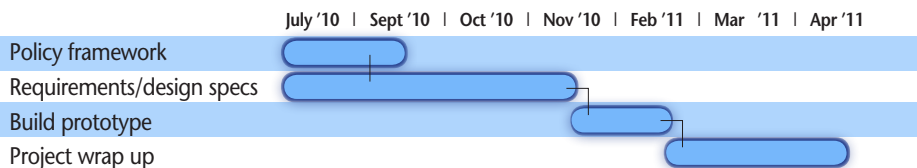
New Propylon Staff Working With Keep

Business partner Propylon has hired a new business analyst and senior developer to work on the KEEP project. Tom Ryan started work July 19, and his first duties will be to develop requirements documents. Welcome Tom!

Revised Project Schedule

Due to delays in receiving a deliverable, the executive branch CITO asked the project managers to recast the project plan. As a result the schedule has been moved back to have project closeout in early April 2011.

Project Timeline



This newsletter will be issued bi-monthly via an e-mail distribution list. Please contact Scott Leonard at sleonard@kshs.org or 785-272-8681, ext. 288, to be added to the list. If you would prefer to receive a paper copy, please let Scott know.

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